

MANAGERS HANDBOOK

2018/19 SEASON





ICA SPORTS YOUTH FOOTBALL CLUB
FA CHARTER STANDARD CLUB OF THE YEAR 2016
Managers Handbook - 2017/2018 Season



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INTRODUCTION

Welcome to ICA Sports Youth Football Club, the home of grass roots football in Peterborough, and to your Managers Handbook.

This is a working document and as such will evolve over time. It is designed to become your essential guide to ICA Sports Youth Football Club.

The aim of the document is to provide you with useful information to assist in your role as one of our Managers.

Please take time to read it, as it is an important document.

Any suggestions as to what could add value to this Handbook would be gratefully received.

Finally, good luck for the coming season and I look forward to working positively with you to take the club forward.

Yours in Football

Ces Serluca
Chairman
ICA Sports Football Club

CLUB INFORMATION:

County FA Affiliated to:	Huntingdonshire FA
ICA Sports Football Club	2018/19 Affiliation Number: U-HUN0505
ICA Sports Youth Football Club	2018/19 Affiliation Number:
Public Liability Insurance Provider	Bluefin Insurance (via Hunts FA)
Player Accident Insurance Provider	Bluefin Insurance (NGIS)



CHILD PROTECTION POLICY

ICA Sports Youth Football Club has adopted The Football Association Safeguarding Children Policy into its rules (See Appendix 5).

ALL ICA Sports Youth Football Club Football personnel shall adhere to The Football Association Child Protection Policies and Procedures together with the following procedures:

1. All personnel involved with ICA Sports Youth Football Club who come into contact with young people under the age of 18 years shall complete an application/reference form (where applicable) and the FA Criminal Record Bureau (CRB) check form.
2. All players under the age of 18 years shall receive and return a completed ICA Sports Youth Football Club Player Registration Form to the club. Until a properly completed form is returned to the club and duly recorded, the individual will not be allowed to participate in any of the club activities.
3. All, players **MUST** be members of ICA Sports Youth Football Club and must have been registered by the Secretary **BEFORE** they are allowed to play for any ICA Sports Youth Football Club team.
4. Should any person associated with the club become aware of any instances (actual or potential) of child abuse, the person should immediately report the instance to:

ICA Sports Youth Football Club Welfare Officer: Steve Purnell on 07964 496259

OR

Hunts FA Child Protection Officer: Mark Moffett on 07854 471508

OR

By contacting The FA Child Protection Helpline on 0808 800 5000 (Users with hearing difficulties may text phone 0800 056 0566).

Any person in breach of these procedures will be warned of their behaviour with the possibility of taking no further part in any of ICA Sports Youth Football Club activities.



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CLUB PHILOSOPHY

ICA Sports Football Club is a **'Football For All'** club and encourages everybody from in and around Peterborough, regardless of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability to become involved in football either on or off the pitch.

If a player displays the ability or request the opportunity to move up an age group (play-up) to provide a suitable challenge to aid their development, the player should be referred to the clubs Development Committee to consider this request.

If parents, players, or team officials are not in agreement with the above Club Philosophy then maybe ICA Sports Football Club is not for you.

We encourage every team Manager to adopt a 'Football For All' approach, which will give everybody the opportunity to involved in football if they so wish.

The club does respect that this does need to be a two-way agreement and that members should also respect Club Officials, Managers, Coaches, Match Officials, other club members and the club. To gain the right to be part of ICA Sports FC, members should always act in a responsible manner and make a concerted effort to participate in club activities & events.

ICA Sports Youth Football Club is a democratic club and we encourage ideas and input from all club members whether Committee Members, Managers, Coaches, Players or Parents.

All opinions are valid and welcomed for discussion at the Committee Meeting.



PLAYING ETHOS

We aspire to offer the very best footballing opportunities for each individual and its paramount to us that we can provide a safe, friendly environment to allow children to develop in a variety of different ways whilst having the up most FUN. Our F.A qualified coaches are committed to delivering a high level of coaching for all learning styles to ensure the player can not only develop their football but also their person via the F.A four corner approach. We have no space for negativity at the club and we believe that we only ever have positive outcomes, whatever the score, whatever the league position.



The club advocates the RESPECT campaign and with regard to equality and inclusion it is an absolute commitment of the club that no child is ever excluded from playing football for reasons of gender, race, nationality, ethnic origin, colour, religion, sexual orientation or perceived ability as a footballer. We strongly believe that football is a game to be played and enjoyed by everyone and will always endeavour to find footballing opportunities for each individual.

In summary:

SAFE, POSITIVE, FUN FOOTBALL for ALL!



PLAYING PHILOSOPHY

The ICA Sports Youth Football Club playing philosophy is set out from the transition of play model below with an approach that allows individuality and team play with all players playing a vital part of the game whatever the stage.

The 3 C's are our new directive where we encourage:

- Confident Football
- Clever Football
- Creative Football

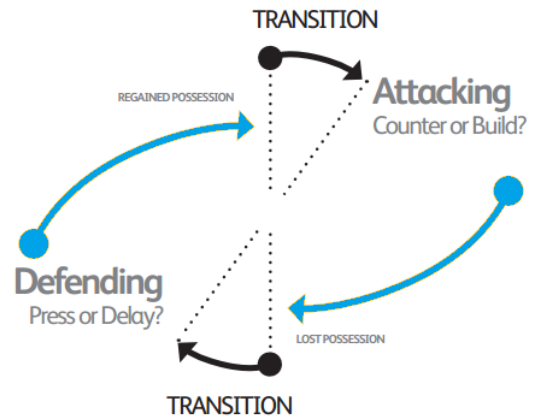
The model is split down in to:

In possession/ Attacking – Counter or Build

- A possession-based approach played through the three-thirds of the pitch
- Quality passing and intelligent movement and support off the ball
- Penetrative, incisive and varied attacking play, allied to good finishing
- Counter-attacking whenever opportunities arise
- Individuals to use skill and dexterity to go past defenders in the final-third within variation.

Out of possession/ Defending – Press or Delay

- A tactical approach to defending, in which all players contribute
- A controlled, calculated and assertive approach when and where necessary
- Defending starts in the final third
- Adaptability in either man marking or zonal systems





COACHING PHILOSOPHY

All of our coaches should aim to make the game **safe, fair and enjoyable whilst providing age-appropriate coaching** (5-11, 12-16, 17+) to develop the whole player across all four corners of the Football Association's LTPD model. Throughout our club from U/6 to Adult football we have adopted a playing philosophy which all of our coaches encourage and promote; Confident, Creative, Clever football.

We aim to:

- Improve the player's movement skills: agility, balance, co-ordination and speed.
- Develop the player's technical skills.
- Increase the player's decision-making capabilities.
- Teach the player life skills (co-operation, teamwork, communication and friendship).

Coaches Qualifications

As a minimum, all coaches at our club will undergo the following training courses;

- The FA Level 1 Award in Coaching Football
- FA Emergency Aid
- FA Safeguarding Children Workshop
- All our coaches have Enhanced FA CRB checks.

Alongside our minimum requirements we encourage our coaches to become FA Coaches Club members and register for Continuous Professional Development (CPD) opportunities which ensure that our coaches are up to date with the latest techniques and methods and ensures they maintain their coaching licence.

Coaches Behaviour

- All of our Coaches are required to strictly follow the Respect Code of Conduct.
- Players must be free to play during matches, with positive encouragement from parents and coaches.
- Information from the touchline should be in the form of occasional questions from the coaching staff only.
- Patrolling the touchline giving continuous shouted instructions must not happen.
- Players always try their best and will learn from their mistakes without being told they have done wrong.

All coaches are expected to undertake a positive approach to mentoring, motivating, facilitating and teaching the players of their respective teams. Our coaches are aware that they are in a position to act as positive role models for the club and positivity is the key to our success and we pride ourselves on positive forms of communication and leadership.

All coaches will be required to regularly participate in the clubs Coaching Forum (approx. 8 per season) and an open-minded, respectful, interactive & positive attitude is expected.

Every coach will also be asked to share sessions and ideas throughout the season.



TEAM MANAGER RESPONSIBILITIES

EVERY team manager who wishes to be part of ICA Sports Youth Football Club must comply with the following conditions. Failure to meet all of these conditions will result in exclusion from the club.

- 1) Ensure the team has a fully compliant **Manager & Assistant**
- 2) Comply with all club Policies and Codes of Conduct
- 3) Submit an Affiliation Application Pack to the Club Secretary in a timely manor
- 4) Submit League Registration Form in a timely manor
- 5) Co-ordinate Results via Full-Time
- 5) Fully support club Social Events when requested
- 6) Ensure **EVERYBODY** (16 years +) involved with the team meet **ALL** of the below criteria.

CRIMINAL RECORDS CHECK (CRC) *(No exceptions to this rule are acceptable)*

ALL INDIVIDUALS that come into contact with children on club business are required to have a cleared CRC **before becoming involved in club activities** CRC can be arranged by providing the candidates email address to the club welfare officer and the administration fee should be paid from team funds.

COACHING QUALIFICATIONS

Any individual participating in the running of a team **MUST** possess the following:

Manager/Coach – 1st 4 Sport Level 1 Certificate in Coaching Football, FA Emergency Aid (or FA approved equivalent), FA Safeguarding Children, Safeguarding for Committee Members & an FA Accepted CRC (all current)

Assistant (non-coaching role) - FA Safeguarding Children & FA Accepted CRC (all current)

Volunteer (helps on a monthly basis) - FA Accepted CRC (all current)



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CLUB AFFILIATION

Teams that wish to be considered for affiliation to ICA Sports Youth Football Club should submit an Affiliation Application Pack to the Club Secretary by 31st April, comprising the following information as a minimum:

- Team Affiliation Form
- Official Application Form (one for each member)
- Club Player Registration Form (one for each player)
- Acceptance of Codes of Conduct Register

Applications will then be considered by the club Executive Committee.

MEMBERSHIP SUBSCRIPTIONS

All players are required to be a fully subscribed member of the Italian Community Association.

PLAYER SUBSCRIPTIONS

Every football club requires income to support it with on and off field activities and ICA Sports Youth Football Club are no different. Therefore each member is required to pay an annual subscription to the club.

Each team Manager is responsible for the effective collection and submissions of ICA Membership Subscriptions & Annual Player Subscriptions. Player Subscriptions will be charged at:

- Development Squads - £150 pa* per player (squads only running training sessions)
- Youth Teams - £200 pa* per player (U7 to U18)

*payable by 10 monthly instalments

FACILITIES

All facilities are to be respected and treated as if they were your own.

It is expected that every team will clean up after itself to ensure that whoever follows, gets a clean and tidy changing room and that nets and all other equipment used have been put away and stored properly and safely. Metal stakes from goal nets are a particular problem - grass cutting equipment can be severely damaged by a single metal peg left lying on the grass.

Please dispose of all rubbish in a responsible manner.



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CLUB WEBSITE & SOCIAL MEDIA

ICA Sports Youth Football Club provide a website service that allows each team to have their own section within the main club website using their own unique login details.

We would encourage every team manager to make use of this service either by administering himself or herself or by delegating responsibility to a nominated person.

Whoever is administering the team pages should make these selves familiar with the FA guidelines on the publication of information on-line. Under NO circumstances should scores for U7, U8 or U9 games be published or scores made identifiable through comments or reports.

The club also run a Facebook Groups (ICA Sports Youth Football Club & ICA Sports Youth Football), Twitter feeds (@icasports & @icasportsyouth), Google+ & Linked-In accounts and we would encourage that information is posted via these.

We also actively encourage teams to run fan groups, team pages and blogs. Any such resource which uses the club name **MUST** be either open for public viewing and if they are closed or restricted at least two Club Committee members (one to be a Welfare Officer) must be invited to join to allow content to be monitored.

Authors of these must make themselves familiar with the FA guidelines on the publication of information on-line.

It is the Team Managers responsibility to ensure that Social Media activities do not bring the club in to disrepute.

The Executive Committee will ask for any group with in-appropriate content to be closed/ removed with immediate effect.

We would also draw your attention to the fact that the FA and/or Club will use comments within personal accounts relating to football club business as part of an investigation into any dispute.



CLUB BADGE



To protect integrity of the club the club badge (illustrated left) is now officially copyrighted and can therefore only be used on approved items.

Therefore **ALL** printed materials or clothing items that will include the club badge will need to be approved by the club Executive Committee prior to being ordered.

The Team Kit items detailed below & casual wear range agreed with Hereward Sports can be ordered without prior permission, but any other items will require written approval prior to being ordered.

Any member producing items without written permission from the Executive Committee will have their membership terminated with immediate effect. If they should be a club official then their FA affiliation will also be terminated.

TEAM KIT

Managers are requested to assist in securing financial support to provide teams with playing kit, ¼ Zip Sweaters & Bags via sponsorship. If teams require additional items of training wear, these should either be ordered via Azzurri Store or should be funded by additional sponsors, which must be found by team members.

All new ICA Sports Youth FC kit is to be ordered via Chroma Sports & Trophies & as will be as follows:

- 1st Kit: Macron Alphard - Royal/Navy/White
- 2nd/Training Kit: Macron Trevor - Black/White
- Training Wear: Macron Epic Range

Home Kit



2nd/Training Kit



Training Wear



All approaches to local business should be coordinated through the club. This way we can ensure we do not make duplicated approaches to local business and our Sponsorship Officer can work to build relationships with these local businesses that will benefit us all in the future.



TRAINING EQUIPMENT

There is a range of training equipment stored at SBPF, which you are welcome to use. This equipment should be respected and treated as if was your own and please put it back after use so that it is always available to others.

We understand that from time to time equipment will get damaged in use, if this does happen please report the damage to the club secretary and we can arrange to have the item repaired or replaced.

Managers are required to secure their own funding for any additional items.

ALL team managers should ensure that following equipment available during the delivery of all training session:

- FA Approved Fist Aid Kit
- Space Markers (minimum of 50 multi-coloured)
- Appropriate size training bibs (minimum of 1 per player)

ALL team managers should ensure that following equipment available on all match days:

- FA Approved Fist Aid Kit
- Space Markers (minimum of 50 multi-coloured)
- Appropriate size training bibs (minimum of 1 per substitute)
- Appropriate size training ball (minimum of 5)
- Appropriate size match ball (minimum of 2)

MATCHDAY MANAGMENT

Whenever a match is played, the following arrangements must have been made prior to any activities starting (Including warm-up):

- Pitch markings are clear & goals are erected with properly fitting & secured nets
- Corner flags are in place with properly fitting & secured flags
- RESPECT barrier placed along one side of the pitch
- Team management areas allocated on the opposite side to the RESPECT barrier
- A qualified referee is available for the game
- Qualified staff, first aid kit & match day equipment are at pitch side
- All spectators to remain behind the RESPECT barrier at all times

A suitable warm up should be delivered to every player. Below is an example of a warm-up routine:

- 10 minutes of aerobic activity with dynamic stretching
 - 5 minutes of static stretching
 - 10 minutes of ball work
- (warm up routines should vary from week to week to keep players engaged)

The use of a tactic board to make team formation clear is highly recommended



PLAYER MINIMUM PLAYING TIME

ALL player must participate for a MINIMUM of:

- Under-6 to Under-11 = 50% of game duration
- Under-12 to Under-15 = 33% of game duration
- Under-16 to Under-18 = 25% of game duration

FIXTURE MANAGEMENT

Home Fixtures

6 or 7 Days Before Fixture

- Confirm fixture with opposition & appointed referee
 - Kick-Off Time
 - Location (Including full postcode)
 - Directions to the location
 - Name of the referee
- Confirm fixture details with players/parents

Away Fixtures

6 to 7 Days Before Fixture

- Confirm fixture details with players/parents

3 or 4 Days Before Fixture

If you have not had confirmation from the opposition manger, please make contact with them to check the fixture and copy the Club Secretary.

Postponement

If a game is postponed you need to inform the:

HOME FIXTURE

- Players/Parents
- Opposition
- Appropriate League
- Appointed Referee
- Facility
- Club Secretary

AWAY FIXTURE

- Players/Parents
- Appropriate League
- Club Secretary

Result Submission

Results should be text to the League within 4 hours
(or sooner if requested by the league)

FA Full-Time statistics should be completed in full within 24 hours



APPENDIX 1: Zero Tolerance Policy

This policy applies to all Parents, children, Coaches, Managers and Club Officials . Please ensure you read this policy and understand its content.

- ICA Sports FC acknowledges that every child, young person and adult who participates in football should be able to do so in an enjoyable and safe environment.
- ICA Sports FC will not tolerate any form of inappropriate language or threatening behaviour from parents (home or visiting), spectators (home or visiting), or officials of the club (home or visiting) aimed towards the match officials, participating child or the other adults present.
- ICA Sports FC will not tolerate wilful damage to the ICA Sports FC and HCSA premises and equipment.
- ICA Sports FC reserves the right to ask any individual demonstrating actions deemed to conflict with this policy to move from the match or meeting area, and if necessary to leave the ICA Sports Community and Sports Association grounds or the location of the incident.

Any incident which has resulted in an individual being asked to leave the ICA Sports FC sports areas for a breach of this policy will be subject to review by the ICA Sports FC committee and may result in a permanent ban from the ICA Sports FC and HCSA premises and/or removal from the club.



APPENDIX 2: ICA Sports FC Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that ICA Sports Youth Football Club is equally accessible to them all. ICA Sports Youth Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by, anyone who wants to participate in it.

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

ICA Sports Youth Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

ICA Sports Youth Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

ICA Sports Youth Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

ICA Sports Youth Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

ICA Sports Youth Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

ICA Sports Youth Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.



APPENDIX 3: Safeguarding Children Policy

"Sport plays a key part in the positive development of physical, emotional, social and personal skills amongst young people. Moreover, sport should be fun, enjoyable and take place in a safe environ. In all sports and physical activities, sports coaches and clubs have an important role to play both in developing young people and their sporting skills, but also in creating a safe environment."

Steve McQuaid, Coaching Development Officer, The National Coaching Foundation

ICA Sports FC Safeguarding Children Policy and Procedures.

1. ICA Sports FC , FA Charter Standard Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Club football activity. We subscribe to The Football Association's Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

ICA Sports FC , FA Charter Standard Club recognises that this is the responsibility of every adult involved in our club.

3. ICA Sports FC, FA Charter Standard Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Child Protection Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. ICA Sports FC, endorses and adopts The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Develop a role profile
- Request identification documents



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- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current ICA Sports FC, FA Charter Standard Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit .

If there are concerns regarding appropriateness of an individual who is already involved or who has approached us to become part of ICA Sports FC, FA Charter Standard Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. ICA Sports FC FA Charter standard Club supports The FA's Whistle blowing Policy*. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, Wembley Stadium or alternatively by going direct to the Police, Children's Services or the NSPCC.

ICA Sports Youth Football Club encourages everyone to know about it and utilise it if necessary.

6. ICA Sports FA Charter Standard Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or CFA. The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst their Club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. If bullying does occur, all players or parents/carers should be able to



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tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.

8. Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by ICA Sports FC FA Charter Standard Club. In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.

9. Reporting your concerns about the welfare of a child or young person - Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns - no action is not an option.

- If you are worried about a child then you need to report your concerns to the CWO
- If the issue is one of poor practice they will either:
 - deal with the matter themselves or
 - seek advice from the CFA Welfare Officer
- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken
- If at any time you are not able to contact your CWO or the matter is serious then you can either:
 - contact your CFA Welfare Officer directly or - call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000 or
 - contact the Police or Children's Services.

NB - The FA's Safeguarding Children Policy and Procedures is available via www.TheFA.com/Footballsafes. click on the 'downloads' under Policy and Procedures, it outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe this process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

10. Further advice on Safeguarding Children matters can be obtained from:

- www.TheFA.com/Footballsafes
- County Football Association's Welfare Officer (Hunts FA)
- The FA Safeguarding Children enquiry line 0845 210 8080
- Emailing - Footballsafes@TheFA.com



APPENDIX 4: Social Networking Policy

ICA Sports Youth Football Club is fully committed to the welfare and well-being of all of its members. The Club deems it necessary to clarify its stance on the use of social media in regards to the Club.

The Club will take action against members who misuse social media in a Club context. Cyber bullying is rife in society and the Club is keen to be a pro-active to avoid any member feeling intimidated, threatened, abused or hurt by the actions of others. Therefore, if ICA Sports Youth Football Club becomes aware of any of its members doing any of the following, the Clubs committee will launch an investigation and act accordingly.

- Make comments that are indecent, insulting or threatening about Club members.
- Commenting on match officials, leading to the reader questioning the integrity or ability of the person(s) personal or otherwise. For example implying that a referee is bias.
- Comments which include a reference to a person(s) ethnic origin, colour, race, nationality, faith, gender, sexual orientation, or disability that may be considered derogatory.
- Re-tweeting another person's comments that may cause offence.

Please note that although submitting an apology for a person's actions online is admirable, it will not influence the committee's disciplinary actions.

Any misuse of Social Networking should be reported to the club Chairman. ICA Sports Youth Football Club will only act upon information that is directly about the Football Club and/or an event, fixture or meeting held by the Club. This policy is in place to protect members during their time with the Club, and not to pass judgement of member's personal use of social media.



APPENDIX 5: Codes of Conduct - An Introduction and Explanation

Playing for the team, and for the team to win, is the most fundamental part of the game, but not winning at all cost. Fair play and respect for all others in the game is of great importance, and this code sets out the standards the club expects from its Managers and Coaches.

ICA Sports Youth Football Club agrees to provide

- A safe environment in which the player can learn and develop their own sporting abilities
- Participation in football matches arranged or approved by the Peterborough Junior alliance, the Peterborough and District Youth League and the Hunts Football Association
- Trained, screened and qualified coaching staff *
- Facilities as determined by the rules and regulations governing junior football clubs, and of a standard which do not endanger the health and safety of the Player
- A Code of conduct and Rules by which players, parents and coaches are required to abide
- Child Protection, anti discrimination, and equal opportunity policies

An undertaking that all times the welfare of the player will be given the highest priority



APPENDIX 6: Code of Conduct for coaches, team managers and club officials

We all have a responsibility to promote high standards of behaviour in the game. In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over-competitive parents, spectators and coaches on the sideline. Play your part and observe the Football Association's Respect Code of Conduct in everything you do. On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour.
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of players above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials/doctors/physiotherapists/welfare officers) for each player's best interests.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA. I may be:

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.
- My FACC (FA Coaches Club) membership may be withdrawn.



APPENDIX 7: ICA Sports Youth Football Club Code of Conduct for Youth Players

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA. I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.



APPENDIX 8: Code of Conduct for spectators and parents/carers

We all have a responsibility to promote high standards of behaviour in the game.

ICA Sports FC is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills.

Winning isn't everything. Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times. I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA. I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

In addition:

- The FA/County FA could impose a fine and/or suspension on the club.